



FNBSM/United HR Highlights

Welcome First National Bank of South Miami! We're excited that you're officially part of the United team. As of July 1st, 2023, FNBSM employees converted to United's payroll, benefits, and HR processes. Please review the HR highlights outlined below.

Human Resources:

United's ADP Workforce Now enables all employees to access their personal and employment information online. United's ADP Employee Self-Service portal makes it easy for you to view your personal information and perform certain tasks or changes right from your computer or mobile device.

Employees can access and make updates to the following through ADP Workforce Now:

Personal Profile

- View, update, and add personal information such as address, phone numbers and home email address.
- View, update, and add emergency contact information.

Talent Profile

- View, update, and add work information, education, skills, memberships, licenses, & certifications.
- Update employment history.

Tax Withholding / Federal

- View, update and add filing status (W4) federal tax withholding form.

Direct Deposit Information /Changes and Additions

- View, update your current payroll direct deposit information, add additional partial deposits to checking and savings accounts

Pay Statements or Annual Statements

- View Pay & Tax Statements, 1095 and W-2 Forms

Time & Attendance

- View your time off balances and request time off.

Payroll:

FNBSM's first payroll at United Community will be paid on July 14th, 2023, and deposited to the accounts you set up during your ADP onboarding. As a reminder:

- United processes payroll on a semi-monthly pay schedule with pay dates on the 15th & 30th day of each month.
- All full-time employees, exempt and non-exempt will be paid their "salary" on each pay period. If pay dates fall on a Saturday or Sunday, then pay day is the Friday before. Annual salary is divided by 24 pay periods in a year = per pay period regular earnings.
- All full-time employees' (exempt and non-exempt) salaries are based on a 40-hour work week and employees are expected to work as close to 40 hours per week as possible.
- Full-time, non-exempt employees will track hours worked through the timekeeping system for overtime purposes. Overtime hours are paid in arrears approximately 1 pay period.

- All part-time employees will be paid in arrears, based on hours worked. United and FNBSM HR teams will continue to monitor these employees to ensure smooth transition.
- Cut off dates for any changes to timekeeping, benefit deductions, 401(k) contributions, etc. are the 5th of each month for the 15th payroll and the 20th of each month for the 30th payroll.

Benefits:

FNBSM employees transitioned to United's benefit package and 401(k) plan as of July 1st, 2023. As a reminder:

- United has mapped all FNBSM employees to our highest coverage level plan with Cigna, known as the Cigna Buy-Up Plan, and will be honoring FNBSM's lowest compensation based rate for all employee medical coverage for the remainder of 2023.
- United and FNBSM are working with BCBS and Cigna Health to transfer the amounts you have already paid towards your deductible/out of pocket max in the 2023 plan year.
- FNBSM employees will remain on their current FSA plan through Health Equity through 2023, and will move over to United's FSA plan through Ameriflex in 2024. Participants will need to use all 2023 FSA funds prior to 2024 since there will be no rollover to the Ameriflex plan.
- United does not have Long Term Care benefits. FNBSM employees will have the option to continue Long Term Care benefits directly through UNUM. Coverage portability information will be shared with you from FNBSM's HR team.

401(k) Retirement Plan:

FNBSM employees were effective in United's 401(k) plan as of July 1st, 2023. FNBSM employees were effective in United's 401(k) plan as of July 1st, 2023. United's retirement savings plan is administered by T. Rowe Price. Participants may make pre-tax contributions to a traditional 401(k) or after-tax contributions to a Roth 401(k) retirement account up to the annual maximum amount allowed by the Internal Revenue Code.

- Through T. Rowe Price, you can update your retirement contributions at any time through your online account or mobile app.
- FNBSM's 401k accounts through Empower will be merged into United's plan later in 2023.
- If you do not wish to contribute to the United 401(k) plan, you must opt out of the plans auto enrollment feature by July 31st, 2023.

Time Away from Work:

FNBSM employees are now active under United's time off policies.

- **Holidays:** 11 days of paid time off from work annually in observance of federal holidays
- **Vacation Days:** Based on years of service (FNBSM years of service & time off policy will be honored)
- **Sick Time:** 7 days accrued annually and continue to accrue up to 30 days (FNBSM PTO hours will be added into employee's sick time bucket)
- **Personal Days:** 7 days provided and 1 Holi-yay provided annually
- **COVID Hours:** Through 2023, employees will have 40 hours to use for COVID related absences (COVID testing, positive testing of yourself or family member, vaccination, etc.)
- **Volunteer Time:** 8 hours can be used annually to volunteer for a non-profit organization of your choice